



# Digital Close – Borrower's Guide

## Early Disclosures

Revised: 05/18/2017

Pavaso, Inc.

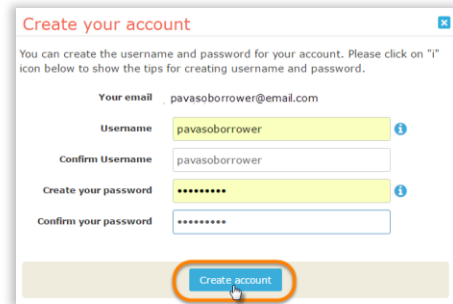
*Note: Each Borrower listed on the order must complete this process.*

## Creating your Account



1. When your Closing Disclosure document is ready to review, you will receive an email notification from noreply@pavaso.com. You **must** click on the link **inside** the email to be able to create your account on Pavaso.com.

*Note: Email Invitation verbiage and logo will vary by Lender.*



2. Create a username and password to “Create account”

3. Read and agree to the Terms and Privacy Policy.

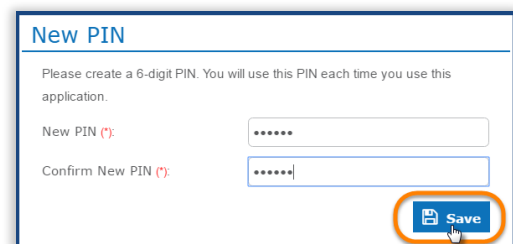


## Accessing your Order



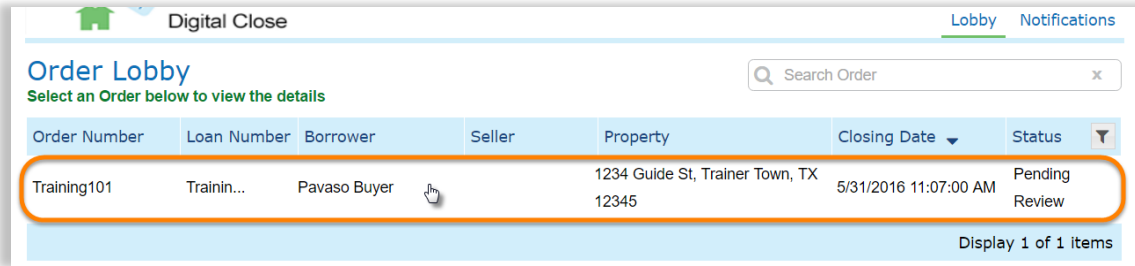
1. Click on the Digital Close application icon. This icon may have a slight name and brand variation by Lender.

*Note: If the Digital Close application does not automatically appear on your screen, click on the blue box with plus sign to add the application to your Home Dashboard screen.*

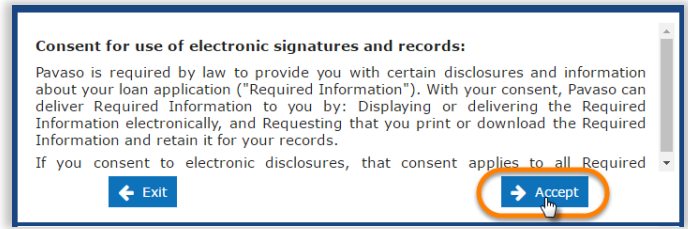


2. Create your 6-digit PIN.

- 3. In the Digital Close Order Lobby, click anywhere on your order to open.

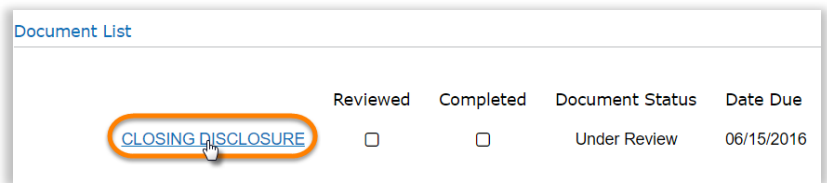


- 4. Read and accept the Consent for use of electronic signatures.

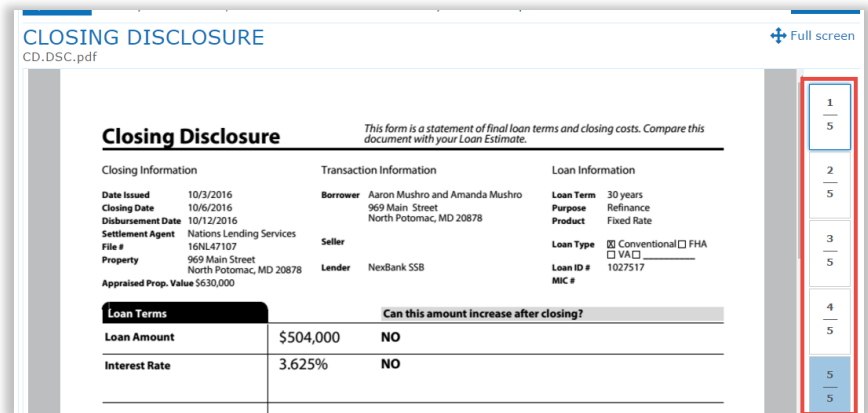


## Review and Confirm your Closing Disclosure

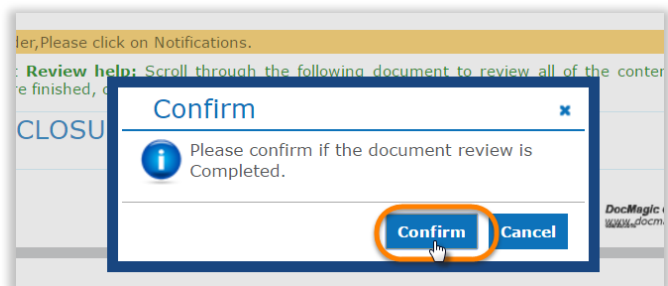
- 1. Click on the “Closing Disclosure” link.



- 2. Scroll or use the thumbnail pages to the right of the document to review the all pages.



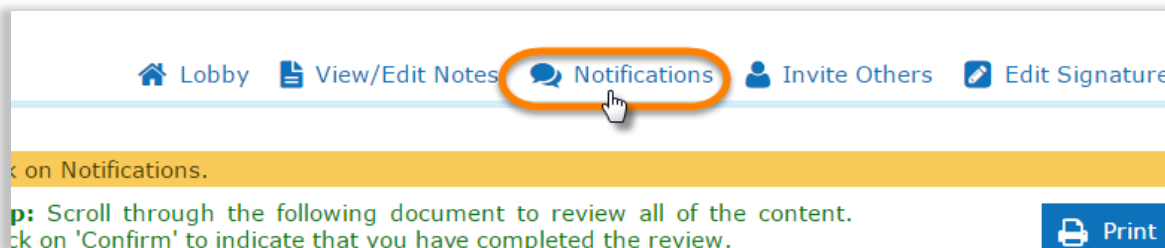
- 3. When you reach the last page, a confirmation pop-up will appear. Click on the “Confirm” button.



*Note: If needed, you can use the “View Previous Versions” button to see older versions of your document.*

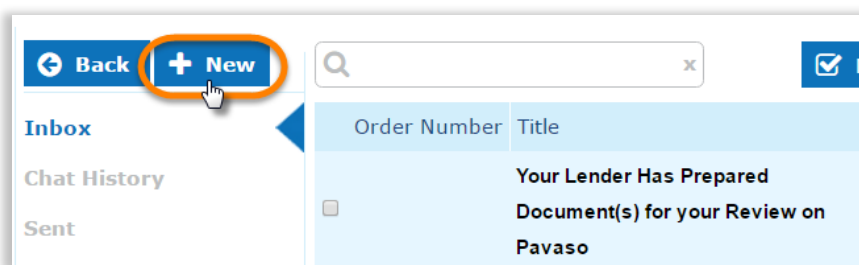
Once confirmed, you are done with the review process (unless additional revisions are done). The Order's status will change to "Reviewed/Approved" and all parties will be notified by email.

- If there are any issues, changes, or corrections that need to be made on your Closing Disclosure, click on the "Notifications" link to send an internal message to the Lender.



- Click on the "New" button to create and send your message.

*Note: It is important to be specific and include as much detail as possible to help avoid any delays or confusions.*

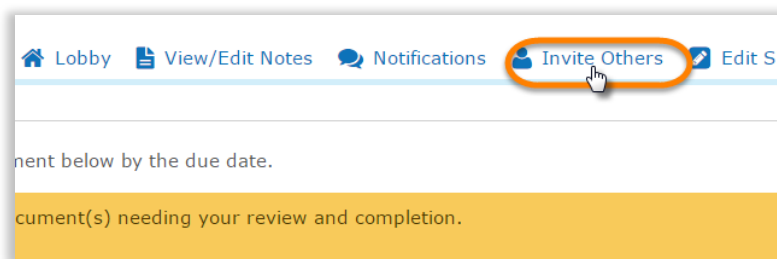


You will then need to wait for a notification email advising that your Lender has made the necessary revisions and that your document is ready to be reviewed again.

## Optional Step - Invite a Real Estate Agent

Using the "Invite Others" link, from within your Order, you can invite a realtor to have view-only access to the Order and all the documents associated with that order.

*Note: You may invite additional people, if needed. Keep in mind that anyone you invite will have view-only access to your documents.*



### Contact Pavaso

Phone: 1-866-288-7051, option 3

Email: support@pavaso.com

Hours: 7 AM – 8 PM CST, Monday-Friday